



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
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WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: MILPER Policy Memorandum 00-2, Processing Procedures for
Noncommissioned Officer Evaluation Reports (NCO-ER)**

1. Reference: AR 623-205, Noncommissioned Officer Evaluation Reporting System.
2. Purpose: To provide procedural guidelines in the processing of Noncommissioned Officer Evaluation Reports (NCO-ER).
3. Initiation of a Report.
 - a. The agency will prepare and forward completed NCOER(s) to the Customer Service Division (CSD), Military Personnel Service Center (MPSC).
 - b. The CSD will notify agencies of optional Complete the Record reports for NCOs being considered by Human Resources Command (HRC) selection boards. The CSD will also provide agencies with a monthly NCOER suspense roster for annual reports.
 - c. Change of Rater reports will be submitted whenever the designated rater has changed, as long as the minimum rater qualifications are met. The minimum rating period is 90 days. Reason for report may include: Rater or rated NCO is reassigned, rater or rated NCO departs on extended Temporary Duty (TDY) or Special Duty (SD), rater or rated NCO is released from active duty early per AR 635-200, normal Expiration Term of Service (ETS), rated NCO is reduced to Specialist (SPC) or below. Agencies will monitor and initiate necessary report as applicable.
 - d. Change of Rater reports generated due to reassignment to another installation may be completed and signed up to 10 days prior to the date of departure in order to facilitate orderly out-processing. If the report is not completed and turned in to the CSD by the Soldier out-processing, then a memorandum signed by the agency administrative POC will be provided to explain reason for non-compliance with AR 623-205 and a projected turn in date for the completed report.

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e. Relief-for-Cause reports only require 30 days for minimum rating period, rater, and senior rater qualification. AR 623-205, para 3-32c(4) grants authority to waive this 30 days minimum period to a general officer in the chain of command or an officer having general courts-martial jurisdiction in clear-cut cases of misconduct. The date of relief determines the "thru" date of the report.

4. Control of Completed Reports.

a. Electronically generated DA Form 2166-7 series that are designed and distributed by the U.S. Army Publishing Agency are the only legitimate and authorized electronically generated NCOERs.

b. Agencies will transmit complete reports to the CSD utilizing DA Form 200, Transmittal Form, and a representative of the branch will sign for receipt of all reports. The remarks section of the DA Form 200 will contain the following basic data elements **"Full Name, Rank, SSN, Report Period, and Report Type"**. All reports should be hand carried to the CSD, evaluation section and not sent through distribution.

c. In accordance with AR 623-205, Para 3-32c(5), completed reports are due to the CSD no later than 30 calendar days following the end of the rating period. A memorandum stating the reason(s) for missing the established suspense date must accompany reports submitted to the CSD beyond this date. The memorandum is required whether or not an extension of the suspense date was granted.

d. Customer Service Division will transmit accurately completed reports to HRC, Enlisted Records Evaluation Center (EREC) via a Digital Sender. Reports with errors will be returned to the agency utilizing DA Form 200. Upon determination that a report must be returned, CSD will notify the agency to pick up, correct, and return report. Corrected reports will also be hand-carried to the CSD, and will utilize DA Form 200 for accountability purposes.

5. Suspense Control.

a. The established 30-day suspense ensures that the CSD will have sufficient time for a thorough administrative review, to include time necessary to return the report for corrections as appropriate and still meet EREC's suspense.

b. Under exceptional circumstances, an extension, not to exceed 10 days may be granted by the Chief, Military Personnel Service Center.

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6. The Military Personnel Service Center's goal is to ensure rated Noncommissioned Officers receive a quality and timely evaluation and to maintain a "zero late rate". Achievement of this goal requires the full cooperation and communication of all concerned.

7. This memorandum supersedes MILPER Policy Memorandum 00-2, dated 23 March 2004.

8. The proponent for this policy memorandum is the Customer Service Division, Military Personnel Service Center, (703) 602-0486.



D. J. LOGAN, JR.
Chief, Military Personnel Division

DISTRIBUTION:
All Agencies